



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NEW JERSEY 08625-0340

JAMES E. MCGREEVEY
Governor
Commander-in-Chief

☆☆
GLENN K. RIETH
Major General
The Adjutant General

DEPARTMENTAL DIRECTIVE
NO. 150*

1 September 2004

STATE TRAVEL PROCEDURES

1. **PURPOSE:** This directive provides the guidance and procedures required to accomplish official travel for the Department of Military & Veterans Affairs. This directive is a supplement to the State of New Jersey Circular Letters and NJDMAVA Internal Travel Procedures.
2. **APPLICABILITY:** Applies to all employees of the department who are authorized to travel at the State of New Jersey's expense.
3. **REFERENCES:** The following references are pertinent:
 - a. Treasury Circular Letters 04-05-OMB Travel Regulations.
 - b. 00-10-DPP Direct Purchase Authorization.
 - c. DMAVA F/IASD-Accounting Bureau Internal Travel Procedure.
4. **DEFINITIONS:**
 - a. Employee - Any officer or person assigned or employed by this department or other individual authorized to travel on official business of the State of New Jersey for this department.
 - b. Official Travel - Travel conducted in support of the official business of the State or department as defined by State of New Jersey Travel Regulations.
 - c. Travel Card - The state travel charge card.
 - d. F/IASD – Fiscal/Information & Administration Services Division, located on Eggert Crossing Rd, Lawrenceville, NJ

Mailing Address:
PO Box 340, Trenton, NJ 08625-0340
FAX – (609) 530-6971

****This Directive supersedes Dept Directive 150, dated 1 Sep 98***

5. **OBJECTIVES:** This directive defines the policies and procedures for approval and reimbursement for travel expenses incurred in the conduct of official state business for the Department of Military & Veterans Affairs.

6. **RESPONSIBILITIES:**

a. These procedures cover most travel requirements that arise in the normal operation of state government and this department. Any additional clarification or interpretation of what constitutes an acceptable travel expense is the responsibility of the FIASD-Accounting Bureau (AB). All employees are to become familiar with these state travel regulations prior to the expenditure of funds for official travel. Employees on official state business are expected to exercise the same care incurring expenses as if traveling on personal business at their own expense. Excessive and unnecessary travel and expenses will not be approved or reimbursed.

b. The Assistant Commissioner shall be the approval authority for all travel. FIASD-AB has the responsibility to process all approved travel related to DMAVA Central Offices, Veterans Nursing Homes, Veterans' Haven, Veterans' Services Offices, BG Doyle Cemetery and any DMAVA satellite office. Each Veterans' Nursing Home CEO and Business Office is responsible for ensuring that their staff travel is approved by the Assistant Commissioner and In Accordance With (IAW) these procedures.

7. **PROCEDURES FOR TRAVEL - TRAVEL AUTHORIZATION FORM 150:**

a. Request for Travel Authorization Form, NJDMAVA Form No. 150 (Figure 1), shall be prepared when travel expenses are anticipated to exceed \$100; when overnight lodging for out-of-state travel is involved; tickets for commercial transportation are required; or when in state overnight lodging is required and is within federal per diem. The employee's immediate supervisor/director shall approve the Form No. 150 and forward it to the appropriate Account Manager for approval. The Account Manager will forward the Form No. 150 to F/IASD-AB. When overnight lodging exceeds the federal per diem rate, the employee shall attach a memorandum justifying the circumstances requiring them to stay in that particular facility. The Assistant Commissioner must approve requests that exceed federal per diem rate before commencement of travel.

b. Employees shall submit DMAVA Travel Requests twenty-one (21) days before travel for processing by F/IASD-AB. All travel requests shall be approved by the Assistant Commissioner prior to submission to F/IASD-AB. Submissions shall include Request for Travel forms and agenda of travel. There must be sufficient funding available in the correct appropriation. F/IASD-AB will be responsible for processing requests through the Department of Treasury.

c. Short Notice Travel, e.g. travel to occur in less than fifteen (15) working days, is to be approved by the Assistant Commissioner and requested by telephone to F/IASD-AB. The approved request shall be followed up with the Request for Travel Authorization Form and a memorandum of justification for short notice, which is required by Department of Treasury - OMB. F/IASD-AB will initiate approvals and actions in advance of documentation. **Under no circumstances is travel to occur until approved by employee's supervisor and the Assistant Commissioner with appropriate forms submitted to F/IASD-AB.**

8. **TRAVEL AUTHORIZATION:** Travel will be divided into one of the following types:

a. "Conventions & Conferences" are distinct from formal staff training, although some training may take place. These are professional organization-sponsored programs addressing subjects of interest to an agency.

b. "Staff Training & Seminars" include all regularly scheduled formal residential or non-residential training functions related to an employee's field of work.

c. "Regular State Business" includes all regular official business travel usually attendance at meetings and other gatherings not covered by the definitions included above.

The Department of Personnel (DOP), Human Resource Development Institute (HRDI) requires an HRDI form for all staff training. HRDI shall decide whether the State will provide the training or authorize the employee to use an outside vendor. (See DMAVA Human Resources Division for more details.) **Account Managers shall approve the expenditure of funds for training on the HRDI form before submission to the Department's HRD offices.**

9. **FUNDS FOR TRAVELING EXPENSE:**

a. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds of their own for all anticipated expenses. **Petty Cash or other special funds cannot support travel advances or reimbursement for travel expenses.**

b. Employees will no longer routinely be authorized travel advances for anticipated travel expenses. Employees must use a State travel card or their personal credit card. Only in cases of emergency will advances be issued. If an individual would like a travel card, submit the request to FIASD-Purchasing & Contracting Services Bureau (PCSB). The travel card will be used for official State of New Jersey travel only and conform to Circular Letter 98-05-GSA. The liability of the charges is the sole responsibility of the cardholder.

10. **ALLOWABLE EXPENSES:**

a. Reimbursable travel expenses are those, which are essential to transacting the official business of this department. Only actual and necessary expenses incidental to the usual comforts of a traveler in the performance of such duties will be reimbursed. The State shall not reimburse personal charges such as, expenses for laundry, valet service, alcoholic beverages, and entertainment, as well as other of a similar nature.

b. Travel may include reimbursement for tips, gratuities and similar fees (other than meals) provided the amounts paid are within normally acknowledged standards.

c. Approved allowances for travel and subsistence authorizes reimbursement for sales tax.

d. Taxicabs: The State permits necessary charges. The employee must explain taxicab charges on the travel voucher. Employees shall confine travel to and from airports and downtown areas to regularly scheduled shuttle service whenever such services are less costly. If these are not available, taxicabs may be used. Employees shall cite necessity to use taxicabs on travel voucher.

e. The State authorizes car rental ONLY if necessary for the conduct of state business and the employee justifies this on the Car Rental Request Form. If the Department approves a rental car, then the employee must schedule the most economical mode of transportation to include the use of subcompacts. The State provides no advance for car rentals.

f. Lodging and Subsistence: See Section 12: SUBSISTENCE ALLOWANCE.

11. **AIRLINE AND LONG DISTANCE RAIL TRAVEL:**

F/IASD-AB has established internal procedures for procurement of Air/Rail tickets. Each Veterans Home Business Office shall adhere to the procedures. Air travel is authorized when it is determined that air transportation is advantageous to the conduct of State business. All agencies, with the exception of the Office of the Governor and the Legislative and Judicial Branches, must obtain airfare in accordance with Circular Letter No. 00-13-DPP, Direct Purchase Authorization issued by the Division of Purchase and Property and F/IASD-AB's internal policies and procedures. F/IASD shall purchase all airline tickets.

a. Any benefits that are earned because of State funding (such as future travel or financial vouchers given to individuals by carriers, as for flight delays) must be relinquished to the State. The State prohibits employees from receiving "Frequent Flyer" benefits accruing from State-funded travel. The State considers charges for classes of service other than economy (i.e., Business or First Class) as privileged and ineligible except when travel in such classes is less expensive than economy; avoids circuitous routings or excessive flight duration; or would result in overall transportation cost savings.

b. RAIL TRAVEL: The employee shall purchase local rail tickets (i.e., travel between cities less than 100 miles apart) and those for rail travel in the Northeast Corridor (between Boston, MA and Washington DC). All other rail travel will be processed in the same manner as prescribed for Air Travel. All rail travel requests shall be approved in accordance with the travel procedures of this directive.

12. SUBSISTENCE ALLOWANCE - TRAVEL INVOLVING OVERNIGHT LODGING

a. One-way trips, which do not involve overnight lodging, are not eligible for reimbursement.

b. The following restrictions apply to allowable per diem reimbursements:

(1) For all official business travel, allowable per diem reimbursement for housing and meals will be actual reasonable costs, not to exceed the Federal Per Diem Rates as established in the Federal Register for the current year. If an employee's destination is somewhere other than the locations listed in the Federal Register, then the maximum per diem allowance for meals and incidental expenses is \$31 and the maximum per diem allowance for total expenses is \$85.

(2) Lodging expenses may exceed the Federal Per Diem Rates if the hotel is the site of the convention, conference, seminar or meeting and the going rate of the hotel is in excess of Federal Per Diem Rates. The Federal Per Diem Rates are published on the federal Internet web site. The federal government each year updates the site; in addition, periodic individual updates are posted throughout the year. State agencies should select the most recent listing of rates listed on the appropriate web pages. The federal web site that lists domestic Federal Per Diem Rate Schedules is: <http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.htm>.

(3) Receipts are required for hotel expenses. Meal expenses under the Federal Per Diem allowance limits do not require receipts.

(4) The Federal Per Diem Rates schedule provides a listing of all states and major cities, along with major categories of lodging and meals/incidentals expenses per day. The State of New Jersey adheres to those standards in reimbursing employees for travel expenses. Allowable reimbursements for meals for a partial period in excess of groups of 24-hour periods, including tip and sales taxes, shall be computed using the following schedule:

	\$31.00	\$35.00	\$39.00	\$43.00	\$47.00	\$51.00
Breakfast	\$6.00	\$7.00	\$8.00	\$ 9.00	\$ 9.00	\$10.00
Lunch	\$6.00	\$7.00	\$8.00	\$9.00	\$11.00	\$12.00
Dinner	\$16.00	\$18.00	\$20.00	\$22.00	\$24.00	\$26.00
Incidentals	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00

(5) Breakfast or dinner shall not be reimbursed on the beginning and ending travel days.

c. Departments shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits or is more advantageous to the conduct of State business. The contracted travel services office can provide information on special rates for State employees.

d. When the employee attends a convention or conference, the State shall reimburse the employee the full cost of the official convention meal when such meal is an integral part of the convention or conference proceedings. If a meal or meals are included in the registration fee, the employee shall deduct the allowance for said meal or meals from the per diem subsistence allowance.

e. Personal charges appearing on a hotel bill shall be deducted and the deduction shown on the bill.

f. Charges for alcoholic beverages are not reimbursable.

g. Under ordinary circumstances, an employee at his/her official station, residence or within a radius of ten miles from such station or residence shall not receive subsistence expenses.

h. Employees may not receive a reimbursement for meals served as part of transportation accommodations when the cost is included in the transportation charge.

a. Allowance – Employees are authorized allowances for meals, including tip and sales taxes, if required. The following rates of reimbursement will be used:

Breakfast	\$ 5.00
Lunch	\$ 7.00
Dinner	\$10.00
Midnight Breakfast	\$ 5.00

b. When DMAVA authorizes or assigns employees hours of work beyond the normal work day and they perform at least three (3) such additional consecutive hours of work, which are otherwise not compensated for at premium rates on either a cash or compensatory time basis, then DMAVA shall provide employees the meal reimbursement appropriate for the circumstances from the schedule above. When DMAVA construes either of two (2) meals as appropriate, DMAVA shall reimburse for the least costly meal. The three (3) hours of eligibility shall not include the time utilized for a meal break or for travel associated with the meal break. The hours of the normal work day and actual hours worked must be shown on the Travel Expense report filed by the employee when requesting meal reimbursement.

c. Lunch -- Reimbursement for lunch is not authorized except:

- (1) When the regular salary provides for such meal at the official station.
- (2) When it is a part of the working arrangements of the particular employment. Director, OMB, must approve such allowance before implementation.
- (3) When an employee is required to work overtime (see B. above).

d. Breakfast – DMAVA shall compensate for breakfast when an employee whose regular workday begins between the hours of 6:00 a.m. and 9:00 a.m. starts work two (2) or more hours before the normal starting time and performs a total of at least three (3) hours of overtime not compensated for at premium rates in that day.

e. Midnight Breakfast -- Midnight breakfast is allowed:

- (1) When an employee, whose normal shift is 4:00 p.m. to 12 midnight, works until 3:00 a.m.

(2) When an employee, who does not receive premium overtime wages, works three (3) or more consecutive overtime hours and DMAVA can construe midnight breakfast as the appropriate meal.

(3) Overtime Work on Saturdays, Sundays or Holidays -- Breakfast, lunch and dinner allowances are authorized if an employee, whose normal work week is Monday through Friday, works on a Saturday or Sunday or holiday and is not compensated at premium rates on either a cash or compensatory time basis. For example, an employee whose normal work hours are 9:00 a.m. to 5:00 p.m., Monday through Friday, works 7:00 a.m. (2 hours prior to the normal 9:00 start time) to 8:00 p.m. (3 hours beyond the 5:00 p.m. quitting time) on a Saturday, Sunday or holiday is entitled to breakfast (\$5.00), lunch (\$7.00) and dinner (\$10.00). A minimum of 13 consecutive hours would be required to be reimbursed for the three meals. An employee who works 9:00 a.m. to 5:00 p.m. on a Saturday, Sunday or holiday would only be entitled to the meal allowance for lunch (\$7.00).

f. Official Luncheon or Dinner -- Reimbursement is approved for the cost of an official luncheon or dinner which an employee is authorized by the Department Head or Chief Financial Officer to attend, where such a meal is scheduled as an integral part of an official proceeding or program related to State business and the employee's responsibilities.

g. Special Luncheons or Dinners -- Luncheons and dinners for non-State officials and visiting dignitaries shall be dealt with in accordance with Circular Letter No. 00-09-OMB "Definition of Entertainment, Official Reception".

14. **TRAVEL BY PERSONALLY OWNED VEHICLE (Mileage Basis):**

a. Approval of reimbursement shall be by the Program Manager and Chief Financial Officer.

b. Employees shall complete a Vehicle Dispatch Request (see DMAVA Home Page-Blank Forms) and submit to F/IASD-ASB-RALV or the facility vehicle coordinator.

c. Reimbursement for use of personally owned vehicles on a mileage basis shall not be permitted when a state- owned vehicle is available.

d. Mileage may be authorized for official travel performed by an employee utilizing his/her own automobile on official business at the rate authorized by law. The employee shall provide the Department's vehicle request form indicating the unavailability as designated by the Department's vehicle coordinator.

e. Parking and toll charges are reimbursable in addition to mileage allowance.

f. DMAVA shall permit reimbursement for travel to points outside the state by car when such arrangements prove to be more efficient and economical.

g. All employees using privately owned cars in the performance of their duties for the State of New Jersey shall present a valid State Insurance Identification Card issued by the employee's insurance carrier, indicating that insurance coverage is in full force and effect with companies approved by the New Jersey Department of Insurance. The employee shall make the identification card available before DMAVA authorizes employees to use their privately owned cars.

h. Request for reimbursement will be on the Travel Expense Invoice, AR54-2. When the use of an employee's vehicle is approved, mileage reimbursements must be submitted at the end of the month. Employees shall not be reimbursed when traveling to conferences or the like.

15. **TRAVEL BY STATE-OWNED VEHICLE:**

a. Only individuals possessing valid drivers licenses shall operate State-owned vehicles. The State only permits persons on official state business and those accompanying these persons as passengers.

b. If an accident occurs during daytime working hours, the employee shall make a telephone report to the employee's supervisor as quickly as conditions permit. If an accident occurs at night, weekends, or holidays, and/or involves considerable property damage, personal injury, death, or the requirement for a bail bond, a telephone report will be made as quickly as conditions permit or the first working day to the employee's supervisor.

c. Operators of State-owned vehicles are responsible for payment of fines for parking or moving motor vehicle violations while engaged in official State business per Circular Letter 91-30, State Vehicle Parking Violation Control Policy.

d. Gasoline and oil are to be obtained from State GSA approved locations. Employees may purchase fuel through use of state authorized credit card at commercial gas stations only when state GSA locations are closed or unavailable.

16. **TRAVEL EXPENSE INVOICE (AR 54-2) (Figure 2)**

a. State Employees shall use the Travel Expense Invoice to make claims for reimbursement of travel expenses. The form shall be itemized and stated in accordance with these regulations. Persons not considered regular state employees, such as board members, shall make claims for reimbursement of travel expenses on a Payment Voucher (PV).

b. Original receipts are required except for per diem meal allowance.

c. Employees shall submit the Travel Expense Invoice (TV) within four (4) working days, after travel, to FIASD-AB or the respective business office after supervisor approval.

d. Travel expense vouchers that include mileage will be submitted at least monthly. The employee shall carry over to the next month the total of the monthly expense if it does not exceed \$10, but shall not exceed 3 months time. F/IASD-AB has the right to return vouchers submitted late.

e. F/IASD-AB shall not reimburse travel expenses when the employee fails to submit them in the appropriate fiscal year of the expense. All current fiscal year-end travel expense vouchers must be submitted by July 10 or F/IASD-AB or Business Office shall not reimburse the employee unless pre-approved by Fiscal Office.

f. Employees shall fill out the Travel Expense Invoice legibly. Place name and address in block A. Use no titles or military ranks. Place Social Security Number in block B. The employee shall place each date on a separate line C and accurate readable information in D. If leaving from or going to your home, you must deduct your normal one-way commute as indicated on bottom of form. If using your own car, you must indicate insurance coverage in E. Employee and supervisor must sign in blocks F and G respectively.

g. If the employee knows the account number or TE/TH numbers, indicate them on the form.

h. Employees must submit routine travel reimbursements (mileage, tolls) separate from travel associated with conferences, training, conventions, etc.

i. Non-routine trip travel shall be submitted on a separate Travel Voucher. Employees shall provide detailed descriptions of itemized costs in "Items" column.

Employees can direct all questions regarding the information in the State Travel Procedures to the Fiscal/Information & Administrative Services Division, ATTN: Accounting Bureau (FIASD-AB), New Jersey Department of Military & Veterans Affairs, Box 44, Trenton, NJ 08625-0044, Telephone (609) 530-7067 or 6909.

REQUEST FOR TRAVEL AUTHORIZATION

**New Jersey Department of Military
And Veterans Affairs**

Check reason for travel:
☐ State Business
☐ Conference/Convention
☐ Staff Training

PART A - GENERAL INFORMATION

DATE	DEPARTMENT	DIVISION/UNIT	SS#
EMPLOYEE NAME	EMPLOYEE TITLE	EMPLOYEE PHONE	
EXPLAIN PURPOSE IN DETAIL AND LIST NAMES OF OTHER EMPLOYEES TRAVELING WITH YOU			

OFFICIAL:

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

WAYNE R. HUNT, SR.
LTC, IN, NJARNG
Director, FIASD

DISTRIBUTION: A, AI, A2, B, C, D, E, F

CHECK		DEPARTURE			ARRIVAL			ESTIMATED COST
PT	RT	CITY	DATE	TIME	CITY	DATE	TIME	
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							

HOTEL Name _____
City _____
Dates Needed _____
_____ nights @ _____ \$ -

MEALS B ____ @ _____ \$ -
L ____ @ _____ \$ -
D ____ @ _____ \$ -
Inc ____ @ \$2.00 \$ -
TOTAL MEAL COST \$ -

GROUND TRANSPORTATION

Public Transportation
Cab Fares
Personal Vehicle _____ miles @ \$0.31 \$ -

REGISTRATION/TUITION

FEES

MISC

AGENCY CERTIFICATION

I certify that the charges to be made will be in accordance with Departmental and State Travel Regulations and will be limited to those required and are within my scope of employment.

EMPLOYEE:

ACCOUNT MANAGER:

Signature _____ Date _____

Signature _____ Date _____

SUPERVISOR:

Accounting Distribution:
Fund Agy Org Appr Acty Objt RptCat

Signature _____ Date _____

TRAVEL EXPENSE INVOICE

**Do you have
Direct Deposit
for TRAVEL?
(not payroll)
Yes/No**

ATTACH ORIGINAL RECEIPTS WHEN REQUIRED PURSUANT TO STATE TRAVEL REGULATIONS

Figure 2